



STATE OF GEORGIA
State Commission on the Efficacy of the CON Program

REQUEST FOR PROPOSALS
For
Health Care Data & Analytical Consultant

RFP NUMBER

For all questions about this RFP contact:

Quintin Gibbs
Department of Community Health
2 Peachtree Street, NW
Atlanta, Georgia 30303
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RELEASED ON:

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1.0 INTRODUCTION

1.1 Purpose of Procurement

The primary reason for obtaining this procurement is to obtain consulting services to assist the Georgia State Commission on the Efficacy of the CON Program (“Agency”) in collecting and analyzing health care data and insuring the integrity of such data. The consultant must demonstrate a strong and functional knowledge of health care data and data sources, both Georgia-specific and national, relating to the various health care services that are covered by Certificate of Need. The consultant will serve as a research source and reference in obtaining and analyzing data, which will serve as a key asset to the Agency in developing strategy and policy recommendations relating to the Certificate of Need program and Health Planning functions of the State of Georgia.

In addition to the collection, aggregation, and analysis of data, during the engagement, the consultant will attend the meetings of the Agency, participate in frequent consultative sessions with Health Planning staff and sub-committees of the Agency; and participate in or make presentations to the Agency and/or to sub-committees of the Agency regarding health care data.

1.2 Proposal Certification

Pursuant to the provisions of the Official Code of Georgia Annotated 50-5-67(a), the Department of Administrative Services certifies the use of competitive sealed bidding will not be practical or advantageous to the State in completing the acquisition described in this RFP. Competitive sealed proposals will be submitted in response to this RFP in the same manner as competitive sealed bids. All proposals submitted pursuant to this request will be made in accordance with the provisions of this RFP and the Georgia Vendor Manual located at: http://statepurchasing.doas.georgia.gov/vgn/images/portal/cit_11783501/37106725vendormanual.pdf.

1.3 Schedule of Events

This Request for Proposals will be governed by the following schedule:

DATES

May 1, 2006	Release of RFP
May 8, 2006	Deadline for written questions
May 15, 2006	Answers to written questions posted on the Georgia Procurement Registry
June 1, 2006	Proposals due
June 12, 2006	Oral presentations (if required)
June 19, 2006	Contract award (on or about)
July 1, 2006	Contractor begins work (on or about)

1.4 Restrictions on Communications with Staff

All questions about this RFP must be submitted in the following format:

Company Name

1. Question
Citation of relevant section of the RFP
2. Question
Citation of relevant section of the RFP

Questions must be directed in writing to the Issuing Officer:

Quintin Gibbs
Department of Community Health
2 Peachtree Street, NW
Atlanta, Georgia 30303
qgibbs@dch.ga.gov
FAX (404) 657-0223

Questions must include the company name and the referenced RFP section.

From the issue date of this RFP until a contractor is selected and the selection is announced, Offerors are not allowed to communicate for any reason with any State staff except through the Issuing Officer named herein, or during the Offeror's conference, or as provided by existing work agreement(s). The State reserves the right to reject the proposal of any Offeror violating this provision. All questions concerning this RFP must be submitted in writing (fax or email may be used) to the Issuing Officer. No questions other than written will be accepted. No response other than written will be binding upon the State.

1.5 Definition of Terms

Agency – office, agency, department, board, bureau, commission, institution, authority, or other entity of the State of Georgia

DOAS – Department of Administrative Services

Georgia Vendor Manual – Information and instructions for conducting business with the State of Georgia; Located at:
http://statepurchasing.doas.georgia.gov/vgn/images/portal/cit_11783501/37106725vendormanual.pdf.

OCGA - Official Code of Georgia Annotated (State Statute)

Offeror – Respondent to this Request for Proposals

RFP - Request for Proposals

1.6 Contract Term

The initial contract term is one (1) year, or less, from contract award through June 30, 2006, with four (4) additional one (1) year options to renew. Renewal periods will be based on the Fiscal Year period beginning July 1 and ending June 30. Renewal will depend upon funding, and Contractor performance. Contract award will be by the issuance of a Notice of Award document. Renewal will be accomplished through the issuance of Notice of Award Amendment.

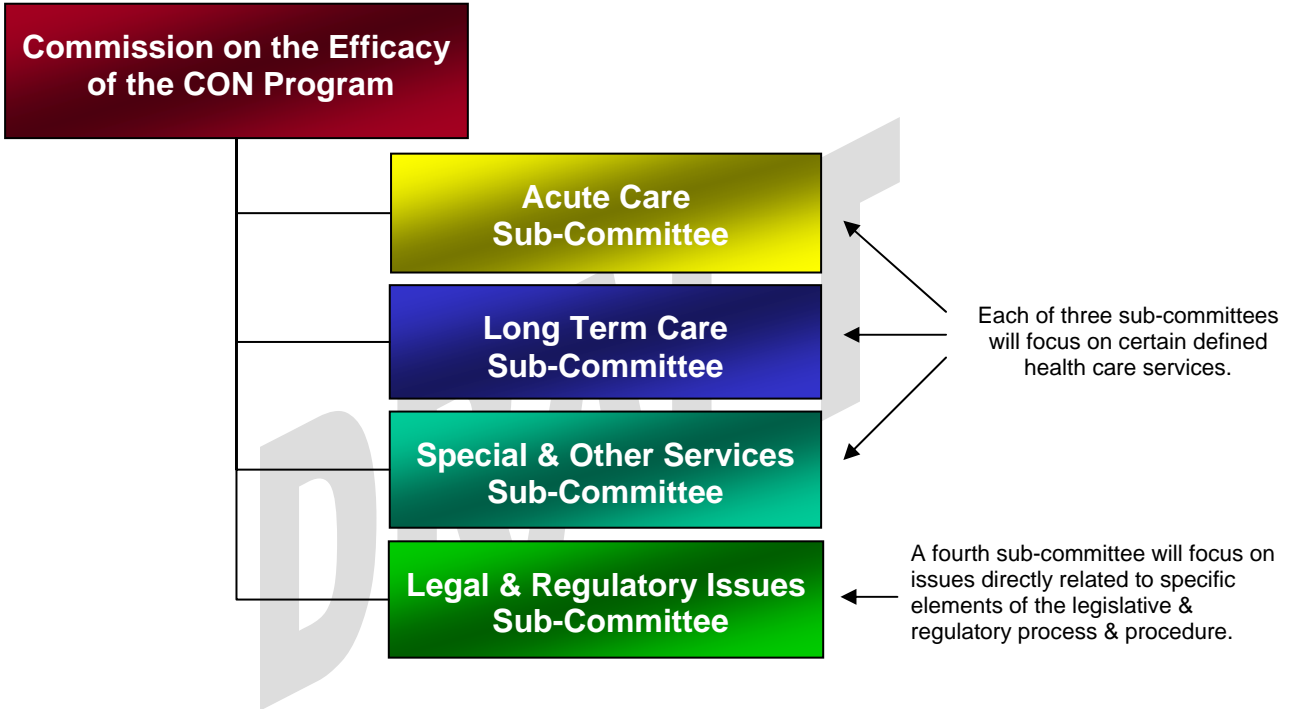
1.7 Background

The Agency, as established, has the responsibility of studying and collecting information and data relating to the effectiveness of the Certificate of Need (“CON”) program in Georgia as described at O.C.G.A § 31-6-90 et. seq. It is required by statute to make final recommendations, including proposed legislation, if any, to the Governor and to the General Assembly on or before June 30, 2007. The Agency anticipates making interim recommendations to the Governor and to the General Assembly prior to the beginning of the 2007 legislative session.

The statutory duties of the Agency are:

- to study & evaluate the effectiveness & efficiency of the CON Program
- to undertake a comprehensive review of the CON Program to include:
 - Effectiveness in accomplishing original policy objectives
 - Program’s costs
 - Benefits of continuing/discontinuing
 - Financial impact if continued/discontinued
 - Impact on quality, availability, & cost of health care if continued/discontinued
 - Impact on providing patient care in trauma hospitals, critical access hospitals, & public hospitals if continued/discontinued
 - Impact on providing service to Medicaid & indigent patients if continued/discontinued
- To evaluate and consider the experiences of other states which utilize & which have abolished CON
- to identify findings & conclusions
- to make recommendations for proposed legislation

In order to fulfill its duties, the Agency has been divided into sub-committees as follows:



The Acute Care Sub-Committee focuses on issues relating to acute care services, such as:

- Short Stay Hospital Beds
- Adult Cardiac Catheterization
- Open Heart Surgery
- Pediatric Catheterization & Open Heart Surgery
- Perinatal Services
- Freestanding Birthing Centers
- Psychiatric & Substance Abuse
- Organ Transplant
- Burn Units

The Long Term Care Sub-Committee focuses on issues relating to long term care, such as:

- Skilled Nursing
- Home Health
- Personal Care Home/Assisted Living
- Continuing Care Retirement Communities
- Traumatic Brain Injury Facilities
- Comprehensive Inpatient Physical Rehabilitation
- Long Term Care Hospitals
- Hospice

The Special and Other Services Sub-Committee focuses on issues relating to the following specialized health care services:

- Ambulatory Surgery Centers
- Positron Emission Tomography
- Radiation Therapy Services
- Magnetic Resonance Imaging
- Computed Tomography
- Renal Dialysis
- Refractive Eye Centers

The Legal and Regulatory Issues Sub-Committee focuses on issues relating to legal and regulatory issues, such as:

- Appeals Process
- Advice and Rulemaking Process
- Definitions
- Sanctions and Enforcement
- Statutory Exemptions
- Statutory Review Considerations
- Process and Procedure
- Thresholds
- Indigent and Charity Care Provisions

2.0 MANDATORY REQUIREMENTS

This section identifies all mandatory requirements which must be present in the proposal before further consideration will be given. Offeror must prepare and submit a Guide to Mandatory Requirements which references the page(s) of the Technical Response where satisfaction of the Mandatory Requirements is substantiated.

2.1 Offeror Qualification Requirements

1. The Offeror must submit a workplan consistent with the time frames established by the Agency's workplan outlined in Section 3.2.
2. The Offeror must submit 3 business references.
3. The Offeror must identify proposed staffing for the project and must submit a resume and at least 2 references for each staff member proposed.

2.2 Business Requirements

1. ENTER MINIMUM QUALIFICATIONS

2.3 Submission Requirements

1. The Offeror must submit the Proposal Certification with original signature (Appendix A).
2. The Offeror must submit a completed Small or Minority Business Form (Appendix B).
3. Any exceptions to the State's Sample Contract (Appendix D) must be clearly identified and submitted with the Offeror's Technical Proposal. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in Section 2.0.
4. The Offeror must submit a Technical Proposal detailing the proposed approach to performing all of the services requested under Section 3.0. The Offeror will submit one hard copy of the Technical Proposal with original signatures, and three CDs.
5. The Offeror must submit a completed Financial Proposal (Appendix E). The Offeror will submit one hard copy of the Financial Proposal with original signatures, and three CDs.
6. The Offeror must submit a Guide to Mandatory Requirements referencing the page(s) of the Technical Response where satisfaction of the Mandatory Requirements is substantiated.

NOTE: If there is a discrepancy between a hard copy submission and the companion CD submission, the CD will take precedence.

3.0 TECHNICAL PROPOSAL

This section identifies the information which must be submitted in the Technical Proposal. Offeror must demonstrate their ability to satisfy all Qualification and Technical Requirements as well as detail their plan to perform the required services. The Technical Proposal must be structured in the following order and labeled with the corresponding titles stated below using the same outline numbers.

3.1 Company Background and Experience

Offeror will describe their background, relevant experience and qualifications, including, but not limited to the following:

3.1.1 Company Structure

The Offeror will include in the proposal the legal form of their business organization, the state in which incorporated (if a corporation), the types of business ventures in which the organization is involved, the office location that will be the point of contact during the term of any resulting contract, and a chart of the organization structure, including the reporting relationships, as they relate to this RFP.

3.1.2 Experience

The Offeror must have at least 5 full consecutive years experience in the collection and analysis of health care data, including significant experience with ensuring data integrity. Preferably, the Offeror will have significant involvement in academic research fields. The Offeror should explain its experience, if any, with Certificate of Need.

The Offeror will provide a list of all clients for whom similar services, as detailed in this RFP, have been provided during the past three years. The list must include:

- dates of service
- name of contact person
- title of contact person
- phone number of contact person

The Offeror will also disclose any services terminated by the client(s) and the reason(s) for termination.

Furthermore, the Offeror shall also disclose the proposed staffing for the engagement and include resumes for each staff member proposed, as well as references for each staff member.

3.1.3 Financial Stability

The Offeror will provide financial information that would allow proposal evaluators to ascertain the financial stability of the firm.

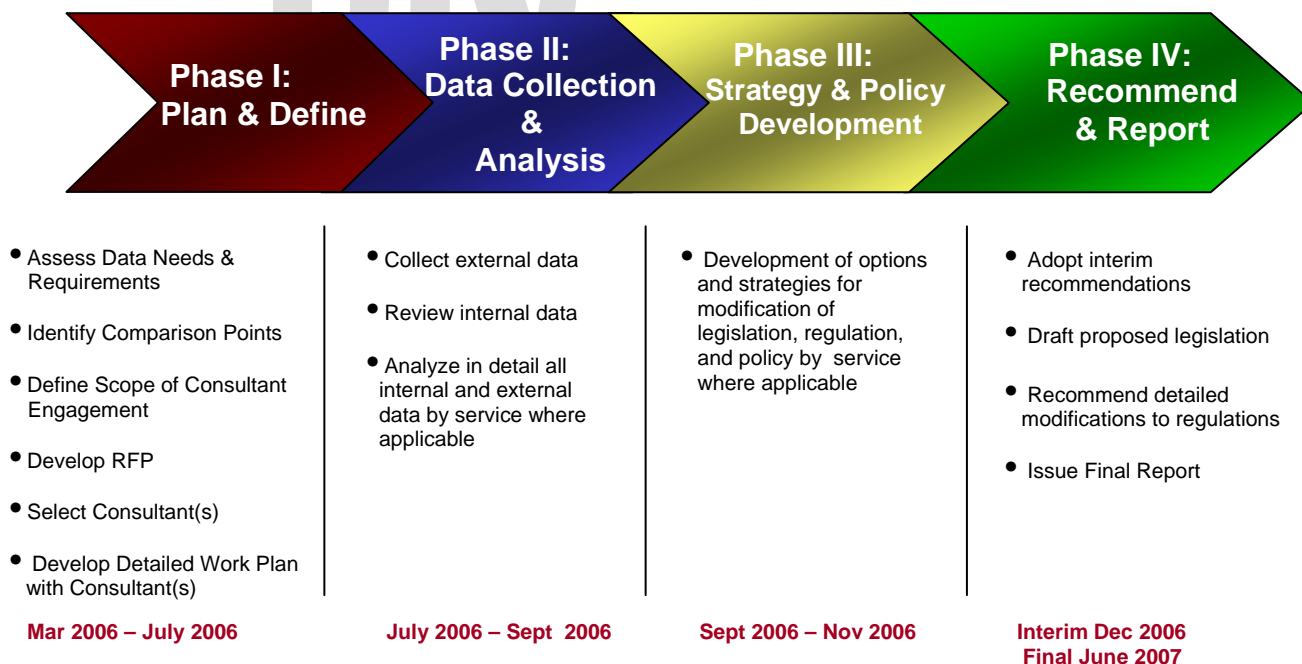
- If a public company, the Offeror will provide their most recent audited financial report.
- If a private company, the Offeror will provide a copy of their most recent internal financial statement, and a letter from their financial institution, on the financial institution's letterhead, stating the Offeror's financial stability.

3.1.4 Business Litigation

The Offeror will disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition.

3.2 Proposed Solution

The Agency has developed and adopted the following work plan and process to meets its statutory duties:



The Offeror's proposed solution is expected to comply with this work plan and must meet the time frames identified.

PHASE I

The majority of the work outlined in Phase I has been completed, resulting in the development of this RFP. In addition to this RFP, the following work products have been developed by the Agency in Phase I: a list of internal health planning data capabilities, requirements, and needs; and a list of legislative and regulatory issues.

In Phase I, the Agency has identified the following data requirements and needs:

- Utilization trends (non-Georgia)
- Economic trends (Georgia and non-Georgia)
- Payment & reimbursement data, including payor, costs, charges, reimbursement rates (Georgia and non-Georgia)
- Supply and distribution data (non-Georgia)
- Provider workforce trends (Georgia and non-Georgia)
- Provider financial status & trends (Georgia and non-Georgia)
- Quality Indicators (Georgia and non-Georgia)
- Employer healthcare costs (Georgia and non-Georgia)

The Agency would like this data for analysis and comparison by service, as appropriate. Service-specific data will assist the Agency in making recommendations as to which services should continue to require a CON.

Additionally, in Phase I, the Agency has identified the internal health planning data capabilities of the Department of Community Health, the agency which manages and enforces the Certificate of Need laws. Current internal data is solely Georgia-specific and covers the following areas:

- Utilization trends
- Supply and distribution data
- Limited provider financial data

The Agency does not have access to non-Georgia specific data nor does it have access to categories of Georgia-specific data not listed above. Therefore the consultant will need to provide and analyze any such data that the Department of Community Health lacks and which the Agency requires.

To achieve its statutory goals, the Agency must make comparisons between Georgia-specific data and data from other states. However, the Agency's statutory timeframe does not allow for a nationwide comparison of the requisite health care data. Therefore, the Agency intends to make comparisons between Georgia and other comparable States, based on economy, population density, and level of health care regulation, for example.

Once a consultant has been engaged, Phase I will be completed by developing a detailed work plan and schedule for Phase II with the assistance of the consultant.

In Response to this RFP, in your technical proposal for Phase I, please address the following:

- Identify data and data sources for each health care service outlined in Section 1.7.
- Include a list of all of the States which you already have health care data, if any, and describe the data that you have, including the year
- Propose a list of comparable States and include reasons for proposing each State; identify your capacity to obtain the non-Georgia specific health care data identified above from each comparable State, including year; describe the methods used to obtain this data

- Identify your capacity to obtain the Georgia-specific health care data identified above, including year; describe the methods used to obtain this data
- Describe your ability to obtain Georgia-specific health care data at a sub-State level

PHASE II

In the second phase of the Agency's work plan, it is anticipated that the engaged consultant will collect and analyze the data identified in Phase I, creating comparisons between Georgia and other comparable states. In addition to collecting the data, the consultant must ensure the integrity of any data collected. In this Phase, the consultant will work closely with staff from the Department of Community Health to ensure that data collected from comparison states can be measured accurately against the Georgia-specific data currently in the possession of the Department of Community Health. At the end of Phase II, the consultant will have developed and finalized the data analysis and comparison.

In Response to this RFP, in your technical proposal for Phase II, please address the following:

- Describe your approach to and methodology for Phase II; include a detailed work plan for Phase II meeting the timeframe established by the Agency
- Describe the standards and methods employed to ensure the integrity of any data collected
- Describe the format of the final data analyses that will be provided
- Describe the final deliverable for Phase II
- Describe the interaction of the staff members that you propose for this engagement with staff members from the Georgia Department of Community Health
- Identify the time and amount of work that will need to be conducted on-site vs. remotely

PHASE III

Based on the data analyses provided in Phase II, the sub-committees of the Agency will develop strategies and policy options to propose as final recommendations. The consultant will take no part in proposing or developing strategies, policy options, or recommendations. However, during deliberations and meetings of the sub-committees, the consultant may be called upon to provide further explanation of data analyses and integrity. At the conclusion of Phase III, the sub-committees will propose options including regulatory and statutory modifications by service, as appropriate. Each sub-committee will also present draft legislation and a draft final report covering its specific service area.

In Response to this RFP, in your technical proposal for Phase III, please explain your willingness to provide further explanation, if necessary, in person or via teleconference for meetings of sub-committees of the Agency.

PHASE IV

In this final phase, the Agency will adopt an interim report in time for the 2007 session of the General Assembly based on the recommendations and proposed strategies and policy options of the sub-committees. Based upon the actions taken by the General Assembly, if any, the Agency will modify, if necessary, any of its final recommendations for a final report by June 2007.

No consulting services are required for this final phase.

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4.0 PROPOSAL SUBMISSION AND EVALUATION

4.1 Process for Submitting Proposals

4.1.1 Preparation of Proposal

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical proposal, the Offeror should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

4.1.2 Packaging of Proposal

The Offeror's proposal in response to this RFP must be divided into two appropriately labeled and sealed packages - a Technical Submission and a Financial Proposal.

The contents of each package will include:

1. Technical Submission
 - Proposal Certification (Appendix A)
 - Small or Minority Business Form (Appendix B)
 - Contract Exceptions (Appendix D)
 - Technical Proposal, addressing all requirements in Section 3.0
 - Guide to Mandatory Requirements
2. Financial Proposal
 - The Offeror must use the Financial Proposal form (Appendix E)

Do not include cost information in the Technical Proposal

Mark the outside of shipping package as follows:

Name of Company
Phone Number and Point of Contact for Company
RFP #
Due **no later than** June 1, 2006, 1:00 P.M. Eastern Time

4.1.3 Number of Proposal Copies

1. Technical Proposal
 - an original (marked "Original")
 - three (3) CDs (in Microsoft Office format, Windows 2000 version or more recent)

2. Financial Proposal

- an original (marked “Original”)
- three (3) CDs (in Microsoft Office format, Windows 2000 version or more recent)

Offerors who do not have the capability of providing CDs may substitute 3.5” diskettes.

Technical Proposal and Financial Proposal CDs or diskettes must be labeled and packaged separately.

4.1.4 Submission of Proposals

Proposals must be submitted to:

(Agency Name)

(Address to which proposals must be submitted)

(Name of individual to whose attention proposals must be submitted)

Any proposal received after the due date and time will not be evaluated.

4.2 Evaluation Process

The evaluation of proposals received on or before the due date and time will be conducted in the following phases.

4.2.1 Administrative Review

The proposals will be reviewed by the Issuing Officer for the following administrative requirements:

1. Submitted by deadline
2. Separately sealed Technical Submission and Financial Proposal
3. All required documents have been submitted
4. Technical Submission does not include any information from the Financial Proposal
5. All documents requiring an original signature have been signed and are included

4.2.2 Mandatory Requirements Review

Proposals which pass the administrative review will then be reviewed by the Technical Evaluation Team to ensure all requirements identified in Section 2.0 are addressed satisfactorily.

4.2.3 Technical Proposal Evaluation

Proposals which pass the Mandatory Requirements Review will be reviewed by the Technical Evaluation Team for quality and completeness. Technical proposals will be evaluated and scored in categories and may receive a maximum of 650 points.

The following are the maximum possible points of each category:

<u>Category</u>	<u>Maximum Points</u>
Company Background and Experience	110 Points
Staff Qualifications and Experience	110 Points
Project Approach/Methodology	140 Points
Work Plan & Project Schedule	50 Points
Proposed Deliverables	140 Points
References	100 Points

The Technical Proposal with the highest technical score will be adjusted up to 650 points. All other Technical proposals with 487.5 or more points (75% of maximum points available) will receive a prorated technical score calculated using the following formula:

$$P/H \times (\text{Maximum points available for Technical Proposal}) = V$$

Where: P = Technical score of the proposal being adjusted
 H = Original technical score of the highest ranking proposal
 V = Assigned points for proposal being adjusted

4.2.4 Site Visits and Oral Presentations

The State reserves the right to conduct site visits or to invite Offerors to present their technical solution to the Technical Evaluation Team. The Financial Proposal must not be discussed during the oral presentation.

4.2.5 Financial Proposal Evaluation

Offerors will use only the Financial Proposal Forms provided with the RFP (Appendix E).

Only those Technical Proposals which pass the technical review with a score of 90 (75% of the maximum available technical score) or higher will have their Financial Proposals reviewed by the agency's Issuing Officer. Financial Proposals can receive a maximum of 350 points (the number of points difference in the maximum technical score and 1000 points). The Financial Proposal with the lowest cost to the State will be awarded the full 350 points. All other Financial Proposals deemed to be acceptable will receive a prorated score calculated using the following formula:

$$L/P \times (\text{Maximum number of points available for Financial Proposal}) = V$$

Where: L = Total Cost of the proposal with the lowest cost to the State
 P = Total Cost of the proposal being adjusted
 V = Assigned points for proposal being adjusted

4.2.6 Identification of Apparent Successful Offeror

The resulting Financial Proposal scores will be combined with the Technical Proposal score. The Offeror with the highest combined technical and financial score will be identified as the apparent successful Offeror.

4.3 Rejection of Proposals/Cancellation of RFP

The State reserves the right to reject any or all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of the State. It is also within the right of the State to reject proposals **that do not contain all elements and information requested in this document**. The State reserves the right to cancel this RFP at any time. The State will not be liable for any cost/losses incurred by the Offerors throughout this process.

5.0 TERMS AND CONDITIONS

5.1 Vendor Registration System

Vendors must be registered in the web-based Vendor Registration System in order to do business with the State. This system also allows vendors to receive automatic electronic notification of bid opportunities from the State of Georgia and other governmental entities within Georgia through the Georgia Procurement Registry. Vendors may register at: <https://ssl.doas.state.ga.us/VendorDB/mainframe.jsp>.

At the time of registration, vendors must select the products and services they provide using the appropriate NIGP Codes. Vendors are responsible for updating and maintaining key company, contact, and product information in the system. All inquiries about the Vendor Registration System should be addressed to: vendoradm@doas.ga.gov.

5.2 RFP Amendments

The State reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the Georgia Procurement Registry, located at: http://ssl.doas.state.ga.us/PRSapp/PR_index.jsp. Offerors are encouraged to check this website frequently.

5.3 Proposal Withdrawal

A submitted proposal may be withdrawn prior to the due date by a written request to the Issuing Officer. A request to withdraw a proposal must be signed by an authorized individual.

5.4 Cost for Preparing Proposals

The cost for developing the proposal is the sole responsibility of the Offeror. The State will not provide reimbursement for such costs.

5.5 Sample Contract

The Sample Contract, which the Agency intends to use with the successful Offeror, is attached to this RFP and identified as Appendix D. Exceptions to the Contract should be identified and submitted with the Offeror's proposal. Proposed exceptions must not conflict with or attempt to preempt mandatory requirements specified in Section 2.0.

Prior to award, the apparent winning Offeror will be required to enter into discussions with the State to resolve any contractual differences before an award is made. These discussions are to be finalized and all exceptions resolved within one (1) week of notification. Failure to resolve contractual differences will lead to rejection of the Offeror's proposal.

The State reserves the right to modify the Contract to be consistent with the successful offer and to negotiate with the successful Offeror other modifications, provided that no such

modifications affect the evaluation criteria set forth herein, or give the successful Offeror a competitive advantage.

5.6 Conflict of Interest

If an Offeror has any existing client relationship that involves the State of Georgia, the Offeror must disclose each relationship.

5.7 Minority Business Policy

It is the policy of the State of Georgia that minority business enterprises shall have a fair and equal opportunity to participate in the State purchasing process. Therefore, the State of Georgia encourages all minority business enterprises to compete for, win, and receive contracts for goods, services, and construction. Also, the State encourages all companies to sub-contract portions of any State contract to minority business enterprises. For information, contact the Vendor Relations Coordinator referenced in section 5.9.

5.8 Georgia Income Tax Incentive

Offerors interested in taking advantage of the Georgia income tax incentives provided for by the Official Code of Georgia Annotated 48-7-38, relative to the use of minority subcontractors in the performance of contracts awarded by the State of Georgia, should contact the Vendor Relations Coordinator referenced in section 5.9.

5.9 Vendor Relations Administrator

The Vendor Relations Coordinator may be contacted at the following address:

Vendor Relations Administrator
Department of Administrative Services
200 Piedmont Avenue, S.E.
Suite 1308, West Tower
Atlanta, Georgia 30334-9010
Telephone: (404) 657-6000
Fax: (404) 657-8444

5.10 Reciprocal Preference Law OCGA 50-5-60(b)

For the purposes of evaluation only, Offerors resident in the State of Georgia will be granted the same preference over Offerors resident in another State in the same manner, on the same basis, and to the same extent that preference is granted in awarding bids for the same goods or services by such other State to Offerors resident therein over Offerors resident in the State of Georgia. NOTE: For the purposes of this law, the definition of a resident Offeror is one who maintains a place of business with at least one employee inside the State of Georgia. A post office box address will not satisfy this requirement.

5.11 ADA Guidelines

The State of Georgia adheres to the guidelines set forth in the Americans with Disabilities Act. Offerors should contact the Issuing Officer at least one day in advance if they require special arrangements when attending the Offeror's Conference. The Georgia Relay Center at 1-800-255-0056 (TDD Only) or 1-800-255-0135 (Voice) will relay messages, in strict confidence, for the speech and hearing impaired.

5.12 Sales and Use Tax Registration

In Compliance with section 48-8-59 of the OCGA, every company or individual doing business within the State of Georgia is required to file an application for a certificate of registration with the State Revenue Commissioner. Prior to award of this Contract, the apparent successful Offeror will be required to complete and submit to the Agency the Sales and Use Tax Registration form (Appendix C). If the completed Sales and Use Tax Registration form is not received by the Agency within one week of the issuing of the Notice of Award, the Agency may, at its sole discretion, eliminate the apparent successful Offeror from consideration and award the Contract to another Offeror.

5.13 Compliance with Laws

The Contractor will comply with all State and Federal laws, rules, and regulations.

5.14 Protest

Offerors should familiarize themselves with the protest procedures set forth in Section 3.8 of the Georgia Vendor Manual, located at:
http://statepurchasing.doas.georgia.gov/vgn/images/portal/cit_11783501/37106725vendormanual.pdf.

Appendix A

PROPOSAL CERTIFICATION

The Proposal Certification form (Appendix A), Small or Minority Business form (Appendix B), and Sales and Use Tax Registration form (Appendix C) can be found at:

http://statepurchasing.doas.georgia.gov/vgn/images/portal/cit_1210/38/35/42630974RFPAppendixABC.pdf

Appendix B

SMALL OR MINORITY BUSINESS FORM

The Proposal Certification form (Appendix A), Small or Minority Business form (Appendix B), and Sales and Use Tax Registration form (Appendix C) can be found at:

http://statepurchasing.doas.georgia.gov/vgn/images/portal/cit_1210/38/35/42630974RFPAppendixABC.pdf

Appendix C

SALES AND USE TAX REGISTRATION

The Proposal Certification form (Appendix A), Small or Minority Business form (Appendix B), and Sales and Use Tax Registration form (Appendix C) can be found at:

http://statepurchasing.doas.georgia.gov/vgn/images/portal/cit_1210/38/35/42630974RFPAppendixABC.pdf

Appendix D

AGENCY STANDARD CONTRACT

DRAFT

Appendix E

FINANCIAL PROPOSAL

Offeror Name: _____

Cost Proposal should include a cost related to providing the deliverables for the successful completion of the project:

Phase I Responsibilities:

Finalizing Work Plan and Process – Cost \$ _____

Other – Cost \$ _____

Phase II Responsibilities:

Data Collection and Analysis - Cost \$ _____

Other - Cost \$ _____

Phase III Responsibilities:

Other - Cost \$ _____

*Travel and Expenses Cost \$ _____

TOTAL COST \$ _____

Indicate the number of comparison states included in the cost for data collection and analysis for Phase II above. Should the Agency request additional comparison states, indicate the cost per additional state.

_____ States Included in Financial Proposal

\$ _____ Cost per Additional Comparison State

Contractor will invoice DCH at the successful completion of Contractors responsibilities and Deliverables for each Phase of the Project.

*Travel and other incidental and miscellaneous expenses will be paid by the Agency at this fixed amount should your bid be accepted.